



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520

Ser N09N2/4U692130

JUL 8 2004

From: Chief of Naval Operations

Subj: GUIDANCE CONCERNING REQUESTS FOR WAIVER OF CITIZENSHIP
REQUIREMENTS FOR NATIONAL SECURITY POSITIONS

Ref: (a) SECNAVINST 5510.30A

1. Under Executive Order 11935, "Citizenship Requirements for Federal Employment" September 2, 1976, only United States citizens may compete for competitive service positions. Also, in the absence of qualified available citizens, employment of non-citizens to excepted service positions requires approval from the Office of Personnel Management (OPM). To insure full consideration of these citizenship requirements when adjudicating for assignment to sensitive positions, reference (a), paragraph 5-7 guidance is modified to require the following supporting documentation:

a. The original completed investigative request forms (SF 86, all releases and fingerprint cards) which we will review and submit to OPM to request investigation;

b. A copy of the OPM approval to hire or other documented authority under which the offer of employment was made;

c. A detailed justification including the compelling reasons for approving assignment to include special expertise;

d. A copy of the position description;

e. A detailed accounting of the sensitive duties to be performed or sensitive information to be accessed, including all IT systems accesses authorized;

f. Security measures in place to preclude the individual from having access to classified information.

2. We will review the request and coordinate it with the appropriate authorities to determine if it meets program requirements. If the request conforms with employment and

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security requirements, we will forward the investigation request forms to OPM. Upon completion of the investigation, we will make the required sensitive duty assignment determination and notify the command accordingly.

3. The N09N2 point of contact for this matter is Ms. Francine Stephens at (202) 433-8858, DSN 288-8858 or e-mail: fstephen@ncis.navy.mil.



B. A. BOYD
Assistant for Information
and Personnel Security

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